

# LSTA Children's Literacy Grant 2014-2015 Guidelines

Library Development Office  
Indiana State Library  
315 West Ohio Street  
Indianapolis, IN 46202  
(317) 232-3697  
FAX (317) 232-0002  
[www.library.in.gov](http://www.library.in.gov)



# APPLICATIONS DUE FEBRUARY 24, 2015

A library may submit only one application for a Children's Literacy sub-grant per year. Branch libraries interested in applying should coordinate with their central libraries and submit one application as a system.

The maximum amount of funding is **\$5,000** per sub-grant.

A local cash match equal to at least 10% of the requested amount of LSTA funds is required.

Approximately 10-12 projects may be funded statewide. Funding is contingent upon the Indiana State Library receiving its full fiscal year 2014 funding award from the Institute of Museum and Library Services.

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## Program Overview

The goal of the Children's Literacy grants is to enhance public library spaces, services, and programs for Indiana's youngest library users (defined as ages 0-17 years). These subgrants are an extension of the Indiana State Library's Children's Literacy project which provides materials, resources, and training opportunities for libraries statewide.

In addition to these grants for children's spaces, training on children's space planning will be provided by the Children's consultant in spring of 2015.

## Desired Outcomes

The intention of these grants is to enhance children's spaces within Indiana's public libraries. By improving the physical space within the children's area, the library becomes a more comfortable and welcoming place for children, families and community partners. These grants will enable libraries to improve their current children's areas above what is feasible through their current budget. Grant funds are not meant to replace local funds budgeted for collection development, technology, and staffing.

Examples of allowable expenses through these grants include:

- Furniture- May include seating, tables, computer desks, shelving, or book bins, including ADA compliant furnishings
- Furnishings/visual improvements- May include paint, rugs, bulletin boards, or artwork
- Manipulatives and toys- May include educational, interactive toys for use by staff in programming, or by children while visiting the library (note: no collection materials for circulation).
- See a complete list of allowable expenses [here](#).

Expenses that may not be covered through the grants:

- Planning or Construction costs (includes any costs associated with remodeling)
- Programming supplies that are not available for public use
- Collection development (Includes new books, A/V materials, etc. for circulation)
- Technology (Libraries should instead apply for an [LSTA Technology grant](#))
- Salaries
- Food and beverages

- Other library improvements not related to the children’s space

Projects improving the ability to serve special populations may be given preference. Special populations include, but are not limited to:

- Persons with disabilities
- Persons with limited literacy skills
- English Language Learners
- People in underserved areas

*Note: These desired outcomes are derived from the overarching goals of the IMLS (see <http://www.imls.gov/programs/programs.shtm>) and the goals identified in the Indiana LSTA Five-Year Plan (see <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf> ).*

## Eligible Applicants

All public libraries are eligible to apply if they meet the following criteria.

- Located in Indiana
- Comply with federal and state statutes and regulations
- Comply with the Children’s Internet Protection Act (CIPA)
- Meet Indiana Public Library Standards

## Grant Guidelines

- Grant funds must be spent between the project start date<sup>1</sup> and September 30, 2015.  
(Please note- This is only an approximate 4-5 month timeframe)
- Grantees will be required to provide “Before” and “After” photographs of the spaces, clearly showing improvements made.
- Applicants must demonstrate how improvements will support at least one of the desired outcomes and meet at least one purpose of LSTA as defined by the IMLS<sup>2</sup> and one of the goals of Indiana’s five-year plan<sup>3</sup>.
- Applicants must demonstrate that they meet all eligibility requirements and if applicable, provide evidence they meet any preferred eligibility requirements.
- Applicants must cite evidence of a legitimate community need and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grants are not intended to supplant ongoing operating costs.
- Grants will not be awarded for simple equipment replacement (e.g. replacing broken or obsolete equipment; updating aged public computers).
- Grant recipients **must** submit all reports and meet all expectations in time as outlined in the *Managing Your LSTA Grant 2014* manual, available online at <http://www.in.gov/library/lsta.htm>.

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<sup>1</sup> The start date is dependent upon official finalization of the contract.

<sup>2</sup> <http://www.imls.gov/programs/programs.shtm>

<sup>3</sup> <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf>

## Budget & Funding

Applicants may apply for up to \$5,000.

Applicants must show that they will provide a cash match equal to at least 10% of the awarded amount of LSTA funds.

Applicants must adhere to federal guidelines for allowable and non-allowable expenses. See the Cost Principles on the [LSTA website](#) or contact the [LSTA consultant](#) with any questions about allowability.

## 2014 CHILDREN'S LITERACY SUB-GRANT TIMELINE

JANUARY 2015	Application form and guidelines made available
FEBRUARY 24, 2015	Applications due at the Indiana State Library no later than 4 p.m. ET
MARCH 2015	Applicants informed of application status ( <i>funded; not funded</i> )
MAY 2015	Projects may begin after contract is finalized
SEPTEMBER 30, 2015	Project Ends: last day grant funds can be spent.
OCTOBER 31, 2015	Final postmark date for reimbursement claims; Narrative Final Report & Financial Final Reports due

## Application Process

### **APPLICATIONS ARE DUE BY 4:00 P.M. ET, FEBRUARY 24, 2015 (EMAIL COPY MUST BE RECEIVED AND HARDCOPY MUST BE POSTMARKED BY THIS DATE)**

Application materials are available on [our LSTA webpage](#). Please follow the general application instructions and refer to the line-by-line instructions also available on the webpage.

You may request an advance review of your application by contacting the LSTA Consultant (Jen Clifton, [jclifton@library.in.gov](mailto:jclifton@library.in.gov)). Staff may make recommendations for improvement but will not approve applications. Applications should be sent much in advance of the application deadline to be reviewed at the staff's discretion as time allows.

## Application Submission

The grant application consists of an application form and budget worksheet. A copy of these documents must be submitted by **BOTH** mail **and** e-mail to be reviewed. Incomplete applications will not be reviewed.

### **Step One**

Mail or hand deliver one signed original of your completed application materials to *LSTA Children's Literacy Grant Application*, Library Development Office (Rm. 413), Indiana State Library, 315 West Ohio Street, Indianapolis, IN 46202.

### **Step Two**

E-mail one copy of your completed application materials to [jclifton@library.in.gov](mailto:jclifton@library.in.gov). You may attach the original Word and Excel files (Scans or PDFs of your signed originals are acceptable but not required). A clear photograph showing your children's department must also be emailed. If you have trouble submitting any of your electronic application materials, notify the LSTA Consultant at (317) 234-6550 in advance of the due date.

## Application Review

Grant applications are reviewed by a panel of outside reviewers and State Library staff. Applications are scored in relation to the answers provided in each section of the form and the overall quality of the grant proposal. 100 total points are possible. The highest scoring projects are recommended for awards.

Applicants should be informed of the status of their grant in March. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal with the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision.

*Questions? Please contact Jen Clifton, LSTA Consultant at (800) 451-6028 or [jclifton@library.in.gov](mailto:jclifton@library.in.gov)*

### Examples of Allowable Expenses:

<i>Rugs</i>	<i>Bulletin boards</i>
<i>Paint</i>	<i>White boards</i>
<i>Magnetic Paint</i>	<i>Spinners</i>
<i>Whiteboard Paint</i>	<i>Book holders</i>
<i>Chalkboard Paint</i>	<i>Hanging bag racks</i>
<i>Art work*</i>	<i>Lighting/lamps*</i>
<i>Bookends</i>	<i>Floor cushions</i>
<i>Shelf markers</i>	<i>Puppets</i>
<i>End panel accessories</i>	<i>Activity panels*</i>
<i>Sign holders*</i>	<i>Freestanding Activity Centers (e.g. kitchens, train tables, mail stations, doll houses, puppet theatres and their accessories)*</i>
<i>Self-adhesive backed lettering</i>	<i>Plush characters</i>
<i>Posters</i>	<i>Puppet stands</i>
<i>Poster Frames</i>	<i>Stacking and construction toys</i>
<i>Bins</i>	<i>Puzzles</i>
<i>Book carts</i>	<i>Globes</i>
<i>Book returns*</i>	<i>Bulletin board accessories</i>
<i>Seating*</i>	<i>Toy storage in your public area*</i>
<i>Tables</i>	<i>Storage baskets</i>
<i>Browser bins*</i>	<i>Costumes/Dress up items for your public area</i>
<i>Computer carrels*</i>	<i>Dolls</i>
<i>Shelving*</i>	<i>Toy trucks and cars</i>
<i>Display units*</i>	<i>Shatter resistant mirrors*</i>
<i>Circulation Desks*</i>	
<i>Flannel boards and accessories</i>	

\*The cost of installation is generally allowable, but per federal guidelines, any costs associated with construction or remodeling are not allowable. If you have any questions, please contact the [LSTA consultant](#).

Remember, items purchased must be used primarily in the public area of your space. Items used primarily for programs or organizing program supplies are not covered in this grant. Items purchased for circulating collections are also not covered in this grant. Technology like computers, tablets, or ereaders, is also not covered by this grant.